

# Another Journey Begins™

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## MEETINGS, MEETINGS, MEETINGS? ONE DAY WORKSHOP

*Meetings are an important part of business today, yet we may be spending up to 60% of our time in meetings of some sort. They are time consuming and expensive, so we need to ensure we have successful, effective meetings that make use of our valuable time and move us and our business forward. Whether you chair them or participate in them, this workshop is a fun interactive day looking at the "before", "during" and "after" areas of effective meeting management.*

### Over the day, learn how to:

- ❖ Identify what makes for an effective meeting.
- ❖ Prepare fully before a meeting.
- ❖ Assess the importance of body language.
- ❖ Handle difficult situations/people.
- ❖ Take effective note/minute.
- ❖ Close a meeting and maintain positive forward focus.
- ❖ Commit to action.

### Who would enjoy this course?

Open to anyone who is required to organise and chair internal or external meetings on a regular basis. Review the type of meetings you attend and your role in them. What outcomes do you want from attending meetings in the future?